



## **T R A N S F E R   O P P O R T U N I T Y FOR CURRENT STATE EMPLOYEES**

### **MANAGEMENT SERVICES TECHNICIAN**

#### **DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION OF WORKERS' COMPENSATION – CLAIMS ADJUDICATION OFFICE**

Position: Management Services Technician

Salary: Range A \$2,331.00 - \$2,835.00  
Range B \$2,632.00 - \$3,201.00

Locations: 6755 Hollister Avenue, Goleta, CA 93117-3018

Duties: Under the supervision of the Presiding Workers' Compensation Judge, the Management Services Technician performs the following duties: schedules hearings and maintains a calendar system for the Claims Adjudication court system; screens documents to determine appropriateness for walk-through calendar settings; receives and reviews complex documents, extracts detailed information and enters this information in computer records system; inserts documents and insures files are properly maintained; types and serves documents as directed; files and retrieves case files as directed; trains and acts as a lead person for office assistants, office technicians and youth aids; assists DWC customers using the computer system, provides answers to most complex questions regarding Claims Adjudication, Rehabilitation and Disability Evaluation questions at reception counter and by phone; and performs other duties as required.

#### **SROA and Surplus Employees will be given first consideration and are encouraged to apply.**

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations  
Division of Workers' Compensation  
P.O. Box 420603  
San Francisco, CA 94142-0603  
Attention: Bronwyn Ahlbrecht (510) 286-7090

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.



**Applications accepted until November 17, 2005, or until position filled**

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

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10/27/2005  
1 of 1 MST Pos. for Goleta  
062

04-333-DWC  
400-680-5278-